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D/OIE

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30 March 1987

MEMORANDUM FOR: Director of Training and Education

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FROM:

25X1

SUBJECT: Special Running of Essentials of Writing Course

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1. Your approval is requested to conduct a special running of Essentials of Writing, a required course for Level II secretaries, [redacted] 15 - 19 June 1987. By conducting this course [redacted] all of our Level II secretaries will be able to attend one running, [redacted]

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2. My secretary has contacted [redacted], Chief, Communication Training Branch/SACTD/OTE responsible for this course. [redacted] in turn, contacted the contractor who conducts the course, and she provided the June date as a satisfactory time for the course [redacted] In order to meet the minimum enrollment, all of our Level II secretaries, as well as some of our Training Assistants, will attend this special running.

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3. Once we receive your approval, further details will be worked out with [redacted]

APPROVED:

25X1

31 MAR 1987

[redacted]
Director of Training and Education

Date

Distribution:

Orig - Addressee (Forward to C/SACTD/OTE)

✓ 1 - D/OTE

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